

TAB D-8: TRANSPORTATION		
	ITEM	REFERENCE
1.	Is the vehicle record folder maintained properly? a. Title (or Certificate of Origin) b. Copy of registration (original in vehicle) c. Completed CAP inspection guide and justification form (CAPF 73) for current year plus previous year d. Historical record of all maintenance repairs/expenses on vehicles e. Vehicle justification form (CAPF 175) f. Copy of the liability insurance card (original card should be in the vehicle)	CAPR 77-1 Para 2 CAPR 77-1 Para 2 CAPR 77-1 Para 2 CAPR 77-1 Para 2 CAPR 77-1 Para 2 CAPR 77-1 Para 2
2.	Are vehicles operated and passengers carried IAW CAPR 77-1? a. Valid state driver's license required b. Valid CAP Motor Vehicle Operator Identification Card (CAPF 75) required 1) Are vehicles carrying passengers only operated by drivers who are at least 21? 2) Are licensed operators under 21 years of age restricted from carrying passengers or towing trailers? c. Non-member passengers are approved in writing by the wing commander	CAPR 77-1 Para 4a(2) CAPR 77-1 Para 4a(2) National Board Minutes from Mar 02 National Board Minutes from Mar 02 CAPR 77-1 Para 5b
3.	Is vehicle maintenance performed on CAP vehicles IAW CAPR 77-1 and owner's manual? a. Records being maintained on all routine maintenance performed on vehicles b. Major maintenance being submitted on rehab request form to wing for reimbursement c. Emergency vehicle repair procedures being followed	CAPR 77-1 Para 8b, Atch 1 and Wing policy CAPR 77-1 Para 2d CAPR 77-1 Para 8c(1) CAPR 77-1 Para 8c(2)
4.	Do vehicles project organizational professionalism at all times IAW CAPR 77-1? a. CAP seal on vehicle b. Vehicle identification number assigned to each CAP vehicle and displayed on vehicle c. Vehicles are painted white (may be AF blue until paint job is required) d. Other markings conform to federal, state	CAPR 77-1 Para 9 CAPR 77-1 Para 9d CAPR 77-1 Para 9e CAPR 77-1 Para 8c(3) CAPR 77-1 Para 9f

	and local laws.	
	e. Vehicles are cleaned monthly and waxed at least once a year	CAPR 77-1 Para 9c
5.	Are reports/forms completed and submitted IAW CAPR 77-1 and state or local requirements?	CAPR 77-1 Para 12
	a. CAPF 37V, <i>Shipping and Receiving Document for Vehicles and Trailers</i>	CAPR 77-1 Para 12b(3)
	b. Comply with state or local reporting procedures as required	CAPR 77-1 Para 12a
6.	Are all Vehicle Self Insurance (VSI) claims and premiums, submitted IAW CAPR 900-7?	CAPR 77-1 Para 10c
	a. VSI claims are submitted within 60 days with all supporting documentation	CAPR 900-7 Para 6e
	b. VSI windshield claims are submitted thru appropriate channels on CAPF 70	CAPR 77-1 Para 11 & CAPR 900-7 Para 8b

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CAP VEHICLE INSPECTION GUIDE AND JUSTIFICATION			
MONTH / YEAR	END OF MONTH ODOMETER READING		
WING / REGION	CHARTER		
VEHICLE IDENTIFICATION NO. (VIN)	YEAR OF VEHICLE		
VEHICLE MAKE	VEHICLE MODEL	FIELD ID NO.	
ITEMS TO BE CHECKED DAILY (operator's signature required on inside page to verify inspection)			
1.	REGISTRATION / PROOF OF INSURANCE		
2.	FIRE EXTINGUISHER / FIRST AID KIT		
3.	DAMAGE (exterior and interior, missing parts)		
4.	TIRES (visually check for damage / abnormalities)		
5.	ENGINE OIL AND COOLANT (visually check fluid levels)		
6.	BATTERY CONDITION		
7.	LEAKS (visually check fuel / oil / coolant)		
8.	DRIVE BELTS / HOSES (visually check for fraying or cracking)		
9.	LIGHTS (visually check for proper operation)		
10.	BACK UP ALARM / EMERGENCY FLASHERS (functionally check proper operation)		
11.	SAFETY DEVICES (seatbelts / harness, headrests, etc.)		
12.	INSTRUMENTS / HORN (functionally check proper operation)		
13.	WINDSHIELD WIPERS / WASHER (functionally check for proper operation / condition)		
14.	BRAKES / STEERING (functionally check responsive / effective / smooth)		
15.	MIRRORS (rearview / side)		
16.	EXHAUST SYSTEM		
17.	WINDOWS (functionally check proper operation)		
18.	RADIO MOUNTS (CAP added equipment)		
19.	CURRENT STATE INSPECTION STICKER (if applicable)		
20.	TIRE PRESSURE (checked monthly - requires signature and date below)		
Signature:		Date Performed:	

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Corrected Copy (All CAPFs 73, Oct 00, may be used)

TIME AND VEHICLE USAGE DATA (Enter Number of Hours (rounded up) Under the Appropriate Use Category)				
TIMES USED	ADMIN	CADET ACTIVITIES	MISSION SUPPORT	OTHER
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				
16.				
17.				
18.				
19.				
20.				
21.				
22.				
23.				
24.				
25.				
26.				
TOTAL				

* ANNOTATE TOTAL NUMBER TIMES USED IN THE UPPER LEFT SECTION OF BLOCK
* ANNOTATE TOTAL NUMBER OF HOURS IN THE LOWER RIGHT SECTION OF BLOCK

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